

INVENTORY SERVICES CLERK

GRADE: 13

FLSA: NON-EXEMPT

CHARACTERISTICS OF CLASS:

The Inventory Services Clerk performs intermediate clerical and unskilled work involving the prompt and efficient handling to materials kept in the municipal storeroom and the maintenance of the inventory and all related records. The incumbent has regular contact within and outside the department supplying or seeking information and materials necessary for City operation. The work requires moderate physical effort under somewhat disagreeable working conditions. The incumbent provides support to others facilitating services and the work is directed by the Inventory Services Supervisor.

EXPECTATIONS OF ALL CITY EMPLOYEES:

- Learn and demonstrate an understanding of City, department, division and team goals.
- Serve and meet the needs of customers during routine or emergency situations.
- Ability and willingness to work as part of a team, to demonstrate team skills and to perform a fair share of team responsibilities.
- Ability to assess his/her work performance or the work performance of the team.
- Plan and organize his/her work, time and resources, and if applicable that of subordinates.
- Contribute to the development of others and/or the working unit or overall organization.
- Produce desired work outcomes including quality, quantity and timeliness.
- Communicate effectively with peers, supervisors, subordinates and people to whom service is provided.
- Understand and value differences in employees and value input from others.
- Consistently report to work and work assignments prepared and on schedule.
- Consistently display a positive behavior with regard to work, willingly accept constructive criticism and be respectful of others.

EXAMPLES OF DUTIES:

- Assists the Inventory Services Supervisor in preparation of appropriate specifications for inventory items.
- In accordance with inventory principles and practices, orders, receives, stores, handles inventory and disbursements of a wide variety of materials and equipment.
- Receives, unpacks and stores goods and supplies in proper areas. Lifts materials up to 80 lbs.

- Checks quantity and quality of items received against invoices, waybills, and other documents.
- Enters daily inventory transactions into on-line inventory control system, and maintains accurate records.
- Picks up goods and supplies from vendors.
- Issues supply parts, materials, hand tools, and janitorial supplies in accordance with prescribed methods.
- Issues laundry and receives dirty laundry daily, preparing and maintaining necessary laundry records.
- Writes purchase requisitions.
- Checks items in order to maintain proper stock level.
- Maintains stock bins, other storage facilities and storeroom in a clean and orderly fashion.
- Performs related work as assigned.

QUALIFICATIONS:

Required Training and Experience:

Any combination of training and experience substantially equivalent to graduation from high school and one year experience in inventory maintenance of materials and equipment used in maintenance and repair activities. Familiarity with automated inventory systems and data entry preferred. Possession of an appropriate motor vehicle driver's license in the State of Maryland.

Preferred Knowledge, Skills and Abilities:

- Working knowledge of typical tools, equipment, and supplies used in municipal operations, as well as their distinguishing features and use.
- Knowledge of the maintenance of automated store records and simple bookkeeping records to reflect stock movement.
- Knowledge of warehouse safety practices.
- Ability to perform simple arithmetic computations rapidly and accurately.
- Ability to keep stock records and prepare standard store forms.
- Ability to understand and follow simple oral and written instructions.
- Ability to establish and maintain effective working relationships with other employees.